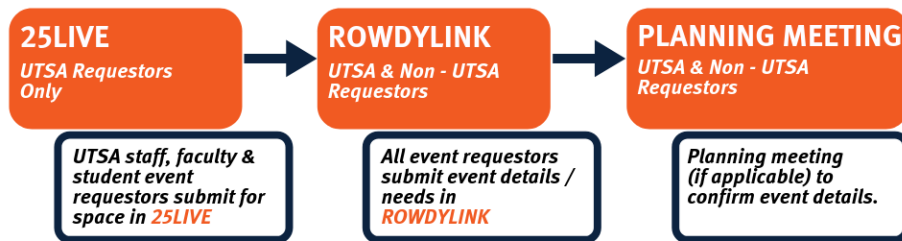# Event Centralization
Using 25Live and RowdyLink

Why?

This effort is a cross-divisional plan for centralizing event planning on all UTSA's campuses began in March 2018. A committee has created the UTSA Event Form allowing for centralized knowledge of events occurring on all campuses, rooted in mitigating risk.

Goals of Event Centralization

- Centralize Scheduling for Awareness, Risk & Reporting
- Streamline Event Forms/Processes for Centralized Vetting of Policy Application & Communication
- Knowledge of all events on campus
- Ability to run data reports, when needed, including:
- Emergency management
- Events with minors

The Process

| 25LIVE
UTSA Requestors Only | ROWDYLINK
UTSA & Non - UTSA Requestors | PLANNING MEETING
UTSA & Non - UTSA Requestors |
|---|---|---|
| UTSA staff, faculty & student event requestors submit for space in 25LIVE | All event requestors submit event details / needs in ROWDYLINK | Planning meeting (if applicable) to confirm event details. |

Planning Your Event

1. Request space using the UTSA online scheduling system at https://25live.collegenet.com/utsa/
   - All spaces can now be reserved through this process.
   - Your event will be designated an event reference number (*ex. #2019-AAAAAA*) which you will need for the next step.
2. Submit all of your event details in one place using the RowdyLink at http://www.utsa.edu/rowdylink.
   - This one-stop form is where you will provide all of your event details to your space scheduler/event manager.
   - It is also where you will request services from all UTSA service providers (Facilities, Learning Technologies, Campus Services, etc.).
   - **This streamlines all forms, EXCEPT Aramark's Catertrax and Facilities Services. You will continue to fill out their online order forms for those two services on any campus.**
3. Your event manager/space scheduler will help navigate you through this new process. If your event necessitates a planning meeting, they will also schedule one with you to ensure all of your event details are secure.
4. Have a safe & successful event at UTSA!

25Live Questions: EMCSevents@utsa.edu   **RowdyLink Questions: RowdyLink@utsa.edu**

Event Centralization
Using 25Live and RowdyLink

How to find your event when it has been submitted and FAQ's

1. What kinds of events need be registered in RowdyLink?
   - Events in with guest speakers
   - Events with exhibits ((i.e., tents, wooden letters, games or any item that is NOT meant to fit on top of a table)
   - Events involving amplified sound (like DJs or bands)
   - Events needing parking or shuttles
   - Events needing a water source or electricity
   - Events with alcohol
   - Events held outdoors
   - Events in which food is served
   - Events in which large crowds are anticipated
   - Events that involve physical activity or in which a waiver is necessary
   - Events that involve performers, speakers, or other acts
   - Fundraisers or events where money exchanges hands
   - Events that involve minors on campus
   - Events in which national, state, or local appointed or elected officials or candidates will be present
   - Events in which media will be on campus
   - Events in which a movie, show, or documentary is being screened or streamed is being shown
   - Events with Joint-Sponsors (Departments Only)
   - Events with door prizes, silent auctions, or prize drawing
   - Events with vendors coming on campus
   - Events needing security
   - Animals of any kind

2. What paper forms are now included in the RowdyLink form?
   - Off-Campus Speaker Request
   - Vendor Information
   - Amplified Sound Request
   - Exhibits Request (including Tents)
   - Movie Screening/Streaming Request
   - Fundraising Request
   - Food and Beverage Waiver
   - Joint Sponsorship Request
   - Campus Services Request
   - Parking/Shuttle Request
   - Event Setup (Including AV)

Event Centralization
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3. How can I find my event after it has been submitted?
   - Log in to RowdyLink (utsa.edu/rowdylink)
   - Click on your initial or picture in the top right hand corner
   - Click Submissions
   - Click Events

Here you will find all of your events submitted and you can filter them by All, Started, Approved, Unapproved, and Denied

4. What is the expected turnaround time for approval?
   - Events that are not considered Major Events (HOP 9.50) should be approved in 5 business days

5. How will I know my event is confirmed?
   - You will received a confirmation in RowdyLink and a Confirmed Reservation document from 25Live

6. What if my department doesn't have a RowdyLink page?
   - Fill out the RowdyLink Page Request at
     https://utsa.campuslabs.com/engage/submitter/form/start/114798

7. How long does it take to create a RowdyLink Page?
   - Depending on the volume of request it could take up till 48 hours to create the page